

Housing Documentation Reference Guide

HOW TO OBTAIN A MARYLAND BIRTH CERTIFICATE

The Following Persons May Apply:

- An individual requesting his/her own birth certificate.
- A representative of:
 - (1) The individual named on the certificate; or
 - (2) The court-appointed guardian of the individual named on the certificate.**The representative must have a letter signed by the individual, parent, or guardian, and certified by a notary public, stating that the representative has permission to obtain a copy of the certificate.**

The Following Identification Is Required:

In order to receive same day service applicants must visit their local Health Department and present a valid, unexpired, government-issued photo ID displaying a date issued and an expiration date.

Applicants unable to provide valid photo ID will not be able to receive their requests the same day and must provide **(2)** different pieces of alternative documentation. At least one of these documents must contain your current mailing address. Acceptable documents are:

- Benefit or pension award letter.
- Bank statement.
- Letter from a government agency requesting a vital record.
- Letter of residency from the nursing facility (please make sure that the letter is printed on the nursing facility's letterhead and is notarized).
- Copy of income tax return/W-2 form.

The Following Application is Required

Link to application:

http://dhmh.maryland.gov/vsa/Documents/birth%20cert%20appl%2007_01_2016.doc

To Apply by Mail

Please mail the application, photocopies of required identification, fee (check or money order only, made payable to the Division of Vital Records), in a self-addressed, stamped envelope to:

Division of Vital Records
P.O. Box 68760
Baltimore, MD 21215

To Apply in Person

Birth certificates for individuals with valid, government-issued photo identification who were born in Maryland are available at the Division of Vital Records in Baltimore located at:

6764-B Reisterstown Road

Baltimore, MD 21215

Same day service is not available in Montgomery County, Baltimore City, and Baltimore County for individuals born after 1939.

To Apply Online

The Maryland Department of Health and Mental Hygiene does not accept online orders; however, for your convenience, you can process online requests through an independent company that we have partnered with to provide you this service: [VitalChek Network, Inc.](#) An additional fee is charged by VitalChek for using this service, and all major credit cards (American Express, Discover, MasterCard, and Visa) are accepted.

Fee

\$10 fee (acceptable forms of payment are cash, check, or money order made payable to the Division of Vital Records).

Online requests through [VitalChek Network, Inc](#) include an additional charge of \$11.25 per order and additional fee of \$18.00 if express mail is requested.

Fees may differ for certificates issued at Local Health Departments. Please contact your Local Health Department for more information.

MFP Flex Funds can be used to pay for birth certificate.

For Birth Certificates in Other States:

Please download the following file: [Birth-Death Certificates w EIN 03.06.15](#)

Specific Link to VitalChek Network, Inc:

<https://www.vitalchek.com/vital-records/maryland/maryland-vital-records>

For additional information please visit: <http://dhmh.maryland.gov/vsa/Pages/birth.aspx>

HOW TO OBTAIN A REPLACEMENT SOCIAL SECURITY CARD

The Following Person's May Apply:

Applicants applying for a replacement social security card must have a mailing address and not requesting a name change or any other changes to their social security card.

The Following Identification is Required:

Proof of citizenship, age and identity must be provided. Please reference the following for acceptable forms of documentation:

For Proof of Citizenship:

- U.S. birth certificate.
- U.S. passport.

For Proof of Age:

Birth certificate must be presented. If a birth certificate does not exist, you can provide one of the following:

- Religious record made before the age of 5 showing your date of birth;
- U.S. hospital record of your birth; or
- U.S. passport.

For Proof of Identity:

- U.S. driver's license;
- State-issued non-driver identification card; or
- U.S. passport.

- ***All documentation must be current (not expired), show full name, date of birth or age and preferably a recent photograph.***
- ***Submission of original documents or copies certified by the agency that issued them is required. The Social Security Administration (SSA) cannot accept photocopies or notarized copies.***
- ***The SSA cannot accept a receipt showing you applied for the document.***
- ***The SSA may use one document for two purposes. For example, they may use the U.S. passport as proof of both citizenship and identity. However, at least two separate documents must be provided.***
- ***If you are filing an application on behalf of someone else, you also must show the SSA evidence of your relationship to, or responsibility for, that person. You must also show them proof of your identity.***
- ***The Social Security card will be mailed to the last known address on file at the SSA.***

The Following Application is Required:

Link to Application: <https://www.ssa.gov/forms/ss-5.pdf>

To Apply by Mail or In Person:

Please mail the required identification and application to the nearest SSA field office or visit the nearest field office with the required identification and application.

For field office locations and mailing addresses, please visit:

<https://secure.ssa.gov/ICON/main.jsp#officeResults>

When applying in person, your agent/Supports Planner will have to enter the Social Security number into the kiosk.

To Apply Online

You can use a [my Social Security account](#) to apply for a replacement Social Security card online if you:

- Have a mailing address.
- Are not requesting a name change or any other changes to your card.
- Have a valid Maryland driver's license or ID.

Specific link to *my* Social Security account: <https://secure.ssa.gov/RIL/SiView.do>

For additional information please visit: <https://www.ssa.gov/>

HOW TO OBTAIN A SOCIAL SECURITY BENEFITS AWARD LETTER

The Following Persons May Apply:

If you are receiving retirement, disability and survivors benefits from the Social Security Administration (SSA).

The Following Identification Is Required:

If requesting a benefits award letter in person at one of the field offices, the SSA Representative will ask a series of security questions for verification of identity. Only the benefits recipient can answer these questions unless they have a legal representative present with them. In the event that additional verification is needed, the SSA Representative may request a form of identification, including:

- U.S. driver's license.
- State issued ID card.
- U.S. passport.
- Birth Certificate.

The Following Application Is Required:

No application is needed when requesting a Social Security benefits award letter.

To Apply by Phone:

Please call the Social Security Administration at [1-800-772-1213](tel:1-800-772-1213) (TTY [1-800-325-0778](tel:1-800-325-0778)), Monday through Friday from 7a.m. to 7p.m. You cannot call on behalf of the benefits recipient, however, you can be present with her/him when making the phone call. During the phone call, the benefits recipient will:

1. Go through a series of security questions from the SSA representative for verification of identity.
2. The benefits recipient has the option to give permission to the SSA representative authority to speak to their agent (i.e. Supports Planner).
3. Either the benefits recipient or their agent will request a benefit award letter for **residency in the community (not while residing in the nursing facility)**.
4. You can then request to have the letter faxed to either the nursing facility (Attention: Social Work office or Business office) or to their agent's fax number.

Tip: Generally, you'll have a shorter wait time if you call after Tuesday.

To Apply in Person:

Visit the nearest field office.

For office locations, please visit: <https://secure.ssa.gov/ICON/main.jsp#officeResults>

To Apply Online:

To obtain the benefits award letter online, use [my Social Security account](#). The online **statement** provides a secure and convenient access to earnings records. It also shows estimates for retirement, disability and survivor's benefits. You cannot request a benefit verification letter online for another person, such as a spouse or child. **For housing purposes, please make sure that the estimates are calculated for residency in the community and not residency while in the nursing facility.**

For additional information please visit: <https://www.ssa.gov/>

HOW TO OBTAIN A MARYLAND STATE ID

Money Follows the Person has a special procedure with Renee Spencer, a supervisor at the Motor Vehicle Administration (MVA), that allows applicants to receive their Maryland State ID in a timely manner. Please review the steps below.

The Following Persons May Apply:

Only Maryland residents who had a previous State ID or Driver's License.

The Following Identification Is Required:

- Original Social Security Card.
- Original Birth Certificate.
- Letter of Residency from the Nursing Facility (please make sure that the letter is printed on the nursing facility's letterhead and notarized).

The Following Application Is Required:

Renee Spencer, the supervisor at MVA, will mail the application to the nursing facility where the applicant resides.

To Apply By Phone:

1. Call the MVA (Glen Burnie) at [410-768-7442](tel:410-768-7442) and ask to speak to Renee Spencer. You will be asked a series of security questions about the applicant.
2. After your initial conversation with Renee Spencer, she will send the application packet directly to the nursing facility where the applicant resides.
3. Complete the application with the applicant, along with obtaining the identification listed above.
4. After the application packet has been completed along with all necessary identification, take the packet to any MVA location. Ask to speak to a manager at the MVA location requesting that they fax the application packet with all necessary identification to the Glen Burnie office, attention to Renee Spencer.
5. Mail the original application packet and the letter of residency from the nursing facility to the Glen Burnie Office to:

MVA - Glen Burnie
Attention: Renee Spencer
6601 Ritchie Highway
Glen Burnie, MD 21060

6. After Renee Spencer reviews and approves the application packet, the Maryland State ID will be sent to the nursing facility where the applicant resides. Please be mindful of this in regards to residents who are close to discharging as the Maryland State ID will not be sent to their discharge address.

To Apply in Person

You can also obtain a Maryland state ID at any one of the MVA locations, however, prior to visiting it is helpful to use MVA's Online Document Guide to verify the documentation needed for your visit and to schedule an appointment.

To find the nearest MVA location use: <http://www.mva.maryland.gov/locations/>

MVA Online Document Guide: <http://license.mva.maryland.gov/checklist/default.aspx>

Identification Needed for in Person Requests:

<i>One of the Following Documents for Proof of Age and Identity:</i>	<i>One of the Following Documents that Show your Complete Name and Social Security Number:</i>	<i>Two of the Following Documents which Contains your Maryland Residential Address:</i>
<ul style="list-style-type: none">• U.S. Birth Certificate• U.S. Passport	<ul style="list-style-type: none">• Original Social Security card;• W-2 form, not more than 18 months old;• SSA-1099 form, not more than 18 months old;• Non-SSA-1099 form, not more than 18 months old; or• Pay stub bearing the applicant's name and full SSN, not more than 3 months old.• Document from Social Security Administration demonstrating non-work authorized status.	<ul style="list-style-type: none">• Maryland vehicle registration card or title• Utility, telephone, or cable/satellite TV bill• Checking or savings account statement• Life insurance card or policy (over 3 years old)• Property tax bill or receipt• Mortgage account or proof of home ownership• Residential rental contract (apartment lease, letter of residency from Nursing Facility, other rental of real property)• First class mail from a federal, state or local government agency (to include the contents and envelope); MVA mail is not acceptable• Copy of federal or MD income tax return filing not more than 18 months old, with proof of filing

****MVA's online Document Guide contains complete list of items.**

To Apply Online

Please note that you may use this online process to renew, replace or make changes to your Identification (ID) card. You will need an e-mail address, your ID #, Date of Birth and the last 4 digits of your SSN or ITIN, or your MVA PIN # to use this online process.

Link to Online Process:

[https://securetransactions.mva.maryland.gov/emvastore/\(S\(z5ljo2fnfjro0rgzyt3ubg5\)\)/MustHave2.aspx](https://securetransactions.mva.maryland.gov/emvastore/(S(z5ljo2fnfjro0rgzyt3ubg5))/MustHave2.aspx)

Fee:

There is no cost for a Maryland State ID if you are 65 years of age or older, or if you have a disability which limits a major life activity.

Specific link to *my* Social Security account: <https://secure.ssa.gov/RIL/SiView.do>

For additional information please visit: <http://www.mva.maryland.gov/>